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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
HEADQUARTERS OFFICE ISLAMABAD

Islamabad, the 18 October, 2017.

CIRCULAR

Subject: DEPARTMENTAL PERMISSION / NOC FOR HIGHER STUDIES.

In continuation to this office circular No. E-16(842)/2015, dated 22.06.2017 the D.G. Met. S has been pleased to frame the instant policy for higher studies which may be followed strictly in future.

2. It has come to the notice that employees of PMD applies for departmental permission / NOC for higher studies in the fields neither beneficial for the department nor relevant to their service / cadre. It is hereby directed that all such practices may be ceased and studies relevant to the service as follows may be encouraged:-

Sr. #	Cadre of Employee	Relevant subjects
i.	Meteorological Branch	i. Meteorology ii. Climatology iii. Hydrometeorology iv. Seismology v. Agro-meteorology
ii.	Engineering Branch	Engineering subjects relevant to service / cadre
iii.	Admin Branch	i. Business Administration ii. Public Administration iii. Accounting & Finance iv. Project Management v. Management Studies vi. Administrative Studies vii. Public Policy
iv.	Class-IV Employees	Any subject, preferably as mentioned above.

3. In case any employee (BS-16 and below) who intends to pursue studies as mentioned above, which do not disturb his / her official working, then concerned supervisory officer (Chief Met. / Director / Chief Admin Officer / DCAO) may issue NOC in his favour with a copy to this office.

4. Any employee intends to pursue higher studies inconsistent with the above subjects, then his application may be forwarded to this office with proper justification and recommendation by the supervisory office concerned that how his studies will be beneficial for the department.

5. This delegation of powers may be exercised with immediate effect. Therefore, the cases with ex-post facto permissions, where official timings may be compromised or of BS-17

and above may be sent to this office which will be decided on case to case basis. In addition, D.G. Met. S may refuse any NOC on administrative ground even in the relevant field.

Amjad
(MUHAMMAD AMJAD)
Chief Administrative Officer
for Director General
Meteorological Services

Distribution:

1. Chief Meteorologist, NDMC / R&D Islamabad.
2. Chief Meteorologist FFD, Lahore.
3. Chief Meteorologist Met. Complex, Karachi.
- ✓ 4. Director NWFC / NDMC / Seismic/ NAMC / Planning / FFWC Islamabad.
5. Director RMC, Karachi/Lahore/Peshawar/Quetta/Gilgit.
6. Director IMG / F&C / CDPC / Maintenance Karachi.
7. DCAO (E) / (B) / (GA) / Met. HQs Office, Islamabad.
8. Met. Incharge Coordination, Met. HQs Office, Islamabad.
9. Syed Zeeshan Haider, Programmer to upload on PMD's website.
10. File No. E-29(10)/11/15 through Head Record Keeper (HRK).